

Book List Instructions

1. Fill in your child's name on the top of your book list.
2. Put an "X" next to the payment option you will be using.
3. For each book that does not have a pre-printed "X" in front of it, place an "X" in the box that applies to your order. Placing an "X" in the first box indicates you are purchasing the book new from LBA. Placing an "X" in the second box indicates that you will be purchasing used books from another source.
4. **The books with an "X" pre-printed in the "purchasing from LBA" column must be purchased NEW from LBA.** This is required since students are required to write answers in these books. If you desire to use a book that has a pre-printed "X", it **MUST** be brought to the school office to be approved for use in the classroom.
5. **The books without a pre-printed "X" are REQUIRED books, and can be purchased used from another source other than LBA.**
6. Lighthouse Baptist Academy will **NOT** be selling any used books. If you are looking for used books, feel free to check out the Lighthouse Baptist Church Winchester Facebook page, then click "groups," then click the "used uniforms & books group".
7. The used books you purchase **MUST** be brought to the yearly book sale on Tuesday, August 2nd. At the book sale a staff worker will confirm that the code on the back of the book is correct. This will help ensure that each student has the correct editions once school begins.
8. All Book List forms are due in the school office by Friday, June 10th. LBA will be ordering books based on these order forms, so plan for this to be your **FINAL** selections for the 2022-2023 school year. Books not ordered on this form are not guaranteed to arrive before school starts.
9. Although this form is due June 10th, payment will not be made until the day of the book sale. A **10% book discount** will be given to every family who submits this form no later than June 10th. Book costs along with the comprehensive fee and any other class fees (art/music/science/etc.) will be payable on the day of the book sale, Tuesday, August 2nd. This form must be returned no later than Friday, June 24th to guarantee student's books will be here before school starts. Any forms received after June 10th will be charged the full book price listed on the book list.
10. We would like to request that you do not pay for books and additional fees until Tuesday, August 2nd. This will allow our financial secretary time to close down the current year financially before entering payments for the new school year. We thank you for your understanding with this request.
11. As you leave the book sale you will be asked to confirm that you have all the books for the year. All books will be sealed in a box with your child's name and then taken to your child's classroom.

Please sign below indicating that you have read and understand the instruction given above. You also acknowledge that by not following these instructions your student may not have the proper books as the school year begins, you may lose your 10% discount, or you may encounter additional cost when school begins due to incorrect or missing books.

Parent's Signature: _____ Date _____

